

Bylaws

Reviewed 7.30.2009

1. Article I: Mission

- a. The State of Utah enjoys a unique heritage of volunteerism. The Utah Commission on Volunteers enhances that heritage by marshaling citizens of all ages and backgrounds to share in civic responsibility in areas such as education, human needs, public safety and the environment. The Commission actively promotes volunteerism and functions as a clearinghouse, consultant, and training resource to coordinate community service opportunities, expand public/private partnerships, collaborate with neighboring states, and pursue other activities as appropriate.

2. Article II: Commission Membership

- a. Commission members are appointed by the Governor of the State of Utah in accordance with Section 9-1-801, Utah Code Annotated 1953.
- b. Any Commission member who fails to attend at least 75 percent of called meetings in any calendar year shall be automatically removed from the Commission. Attendance of alternates satisfies the 75 percent requirement.
- c. Commission members must comply with conflict of interest policies of the Corporation for National Service.

3. Article III: Commission Meetings, Quorum, Voting

- a. Regular meetings of the Commission shall be held at least quarterly. Special meetings may be called by the Chair as deemed appropriate, or at the request of at least three members of the Commission.
- b. Members shall be provided notice of the time and place of all regular quarterly meetings, either personally or by mail, not less than 10 working days prior to the meeting. Shorter notice may be given for special meetings.
- c. A quorum for the transaction of business shall consist of a simple majority of voting members. A quorum, once established, shall be deemed to be in effect until such meeting is adjourned. Vacant Commission positions shall not be counted in meeting the simple majority rule.
- d. Commission members may designate alternates to attend Commission meetings. If authorized by the Commission member, these alternates may vote in Commission decisions.
- e. Voting by proxy is allowed. Proxy voting shall be accordance with Commission policy.
- f. Only voting members of the Commission may make or second motions.

- g. Commission and subcommittee meetings are open to the public.
- h. The Commission may convene itself into closed session only in accordance with Utah Law.

4. Article IV: Officers, Executive Committee and Nominating Subcommittee

- a. The following officers shall be elected from among the voting members of the Commission:

Chair, Vice Chair, Secretary, Treasurer.

- b. These officers shall have the following duties, in accordance with Utah Law:

- i. Chair

- 1. Preside at all meetings of the Commission;
 - 2. Appoint all subcommittee chairs;
 - 3. Assist all chairs in the planning of subcommittee activities;
 - 4. Supervise all chairs as to the management of subcommittee plans;
 - 5. Authorize and execute the wishes of the Commission; and
 - 6. Serve as an ex officio member of all subcommittees.

- ii. Vice Chair

- 1. Assist the Chair, and, in the absence of the Chair, perform those duties;
 - 2. Accept special assignments from the chair; and
 - 3. Perform other duties as delegated by the Commission.

- iii. Secretary

- 1. Keep an updated list of names, addresses, and telephone numbers of all Commission and subcommittee members; and
 - 2. Keep a record of attendance at meetings.

- iv. Treasurer

- 1. Oversee the preparation of all funding applications; and
 - 2. Report on finances to the Commission at each meeting.

- c. The term of office for officers shall be one year, commencing January 1 and ending December 31.
- d. The officers of the Commission shall constitute the Executive Committee of the Commission. The executive director shall serve as staff to the Executive Committee. Except for the specific limitations as set forth in these bylaws, the Executive Committee shall act for and on behalf of the Commission during the time between quarterly meetings of the Commission.
- e. At least one-half of the elected officers of the Commission must be present in order for the Executive Committee to conduct business.
- f. Any officer may be removed from office by a two-thirds vote of the Commission.

- g. The Chair shall appoint Commission members to fill an unexpired term of any other officer.
- h. In the event of the resignation, removal or death of the Chair, the Vice Chair shall fill the remainder of the term as Acting Chair.
- i. A Nominations subcommittee shall be appointed by the Chair to nominate Commission members for the following year's officers. This subcommittee shall:
 - i. have not fewer than three and not more than five members;
 - ii. have no more than one non-voting (or ex officio) Commission member;
 - iii. represent a broad cross-section of Commission membership;
 - iv. include the immediate past Chair of the Commission;
 - v. not include any current officers;
 - vi. not include alternate members of the Commission;
 - vii. Present nominations of officers for the following year by the fourth quarterly meeting of the Commission each year; and
- j. All duties of the Commission, as established in these bylaws, shall reside in the Executive Committee, with the following exceptions:
 - i. Amendments and modifications to these bylaws;
 - ii. Nominations of persons to fill vacancies in the Executive Committee;
 - iii. Removal of an officer from office shall require the action of Commission members.

5. Subcommittees

- a. In accordance with Section 9-1-801 Utah Code Annotated 1953, the following five subcommittees shall be standing: Youth Voice, Volunteer Recognition, Evaluation, Community Collaboration, and Resource Development.
- b. Subcommittee members shall not be limited to Commission members.
- c. As outlined in Section 9-1-801 Utah Code Annotated 1953, these committees shall have the following configuration and responsibilities:
 - i. Youth Voice subcommittee shall:
 - 1. have at least five members between the ages of 16 and 25;
 - 2. develop and recommend policies and programs to the Commission; and
 - 3. bring the perspective of young people to all Commission discussions and decisions.
 - ii. Volunteer Recognition subcommittee shall:
 - 1. have at least five members;

2. assist with the implementation of governor's awards relating to exemplary volunteer service;
 3. work with individual communities to develop local recognition programs; and
 4. explore other opportunities to recognize individuals and organizations addressing community needs through volunteer service.
 - iii. Evaluation subcommittee shall:
 1. have at least five members; and
 2. evaluate each program funded by the Corporation for National Service and by state organizations that support the purpose of the Commission to assure their on-going quality.
 - iv. Community Collaboration subcommittee shall:
 1. have at least five members; and
 2. promote communication and information sharing between state and local private and public initiatives to meet community needs.
 - v. Resource Development subcommittee shall:
 1. have at least five members; and
 2. develop and implement strategies to secure local, state, and federal resources to reinforce, expand, and initiate quality community programs across the state.
- d. The Chair shall have authority to appoint other standing and ad hoc subcommittees as the Commission deems appropriate.
- e. The Chair shall appoint subcommittee chairs and, in consultation with said chairs, appoint subcommittee members.
- f. The Chair and the executive director of the Commission shall be ex officio members of all subcommittees. The executive director shall direct other staff to work with subcommittees as appropriate.

6. Amendments

- a. These bylaws may be amended by a two-thirds vote of all members of the Commission.

Absentee Notification Policy

The purpose of this policy is to ensure that all Commission members are aware of the legal requirement to attend 75 percent of called meetings in an attempt to prevent them from being removed from the Commission.

When a Commission member is absent (without an alternate) from a Commission meeting, the executive director shall phone the Commission member with a reminder of the 75 percent rule and offer help in designating an alternate for future meetings. The executive director shall also send written notification of the rule, and assist the Commission member in all ways to attend future meetings or to provide an alternate.

If it becomes evident that a Commission member will not satisfy the 75 percent rule, the executive director shall consult with the Commission chair and with the Lieutenant Governor to determine appropriate action.

Proxy Voting Policy

Proxy Voting shall be permitted, however, appointed members should attend scheduled meetings whenever possible. A written designation of a member's proxy shall be required, but may be granted only to a representative of the same agency/organization the appointed member represents, and must be received by the Commission chairperson prior to or at the beginning of the meeting for which the proxy is designated. The designated proxy must be present at the meeting in order to cast votes on items of business; a member may not simply submit his/her vote in writing. A member may designate a proxy on either a permanent or a meeting-to-meeting basis. In the absence of a written proxy, Commission members may send representatives in their absence to speak on their behalf, but such representatives shall not be permitted to vote.